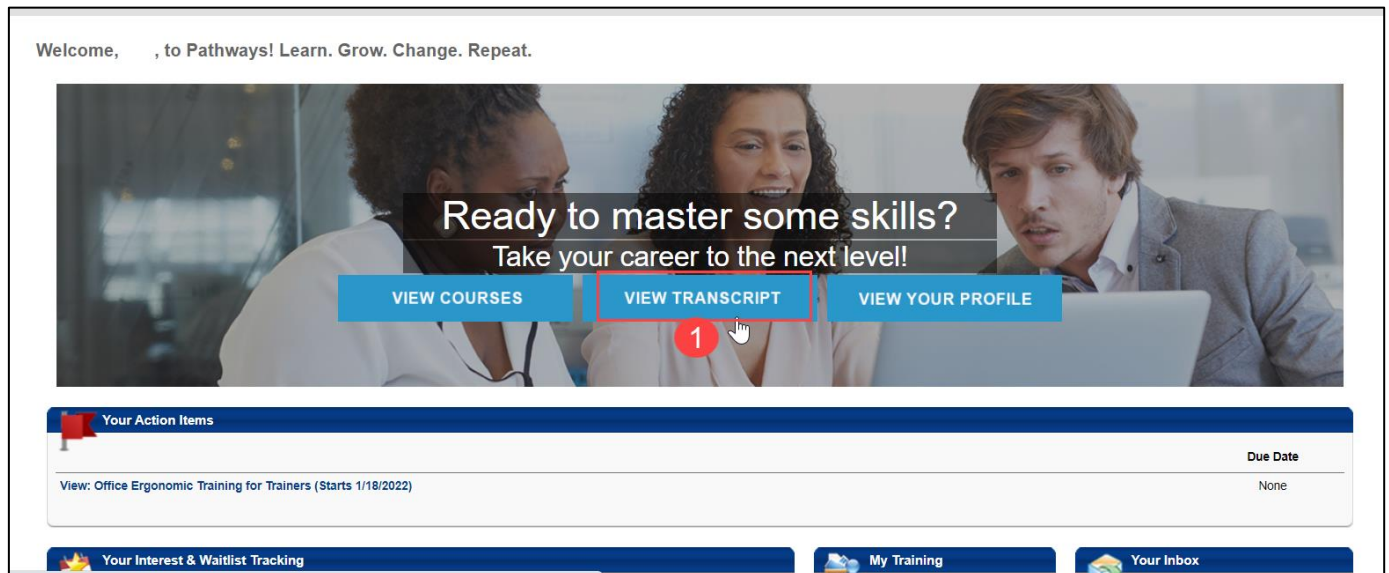**DGS** | CALIFORNIA DEPARTMENT OF GENERAL SERVICES
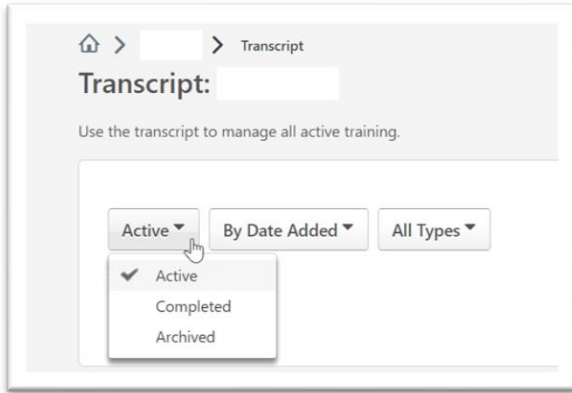
View Transcript

Every user has a personalized transcript which enables the user to manage their training. Your transcript is your one-stop shop; you can find all the courses you have completed, pending, course details, and access your training certificates to view or print. To start, log in to Pathways by copying and pasting the link: https://learning-dgs.csod.com/client/learning-dgs/orim.aspx.

Step	Direction
1	Once logged in, click on **View Transcript** to view your transcript .
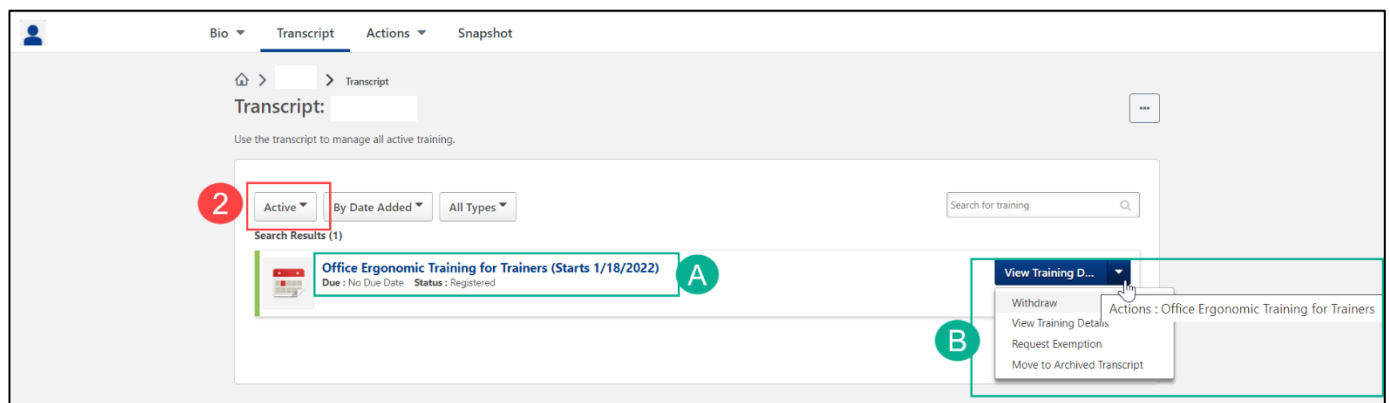
Welcome Page

View Active Courses	
Step	**Direction**
2	You can use the Actions drop-down menu to view *Active, Completed and Archived* courses on your transcript. Select **Active** from the Actions drop-down.
A	*The Course Title, Due Date and Status* appear. (Example: Office Ergonomic Training for Trainers (Starts 1/18/2022), Due: No Due Date, Status: Registered) for each Active course.
B	Click on **View Training Details drop-down menu** to view available actions for the course.

Transcript: View Active Classes

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Questions? Contact Kelli Miyata at Kelli.Miyata@dgs.ca.gov

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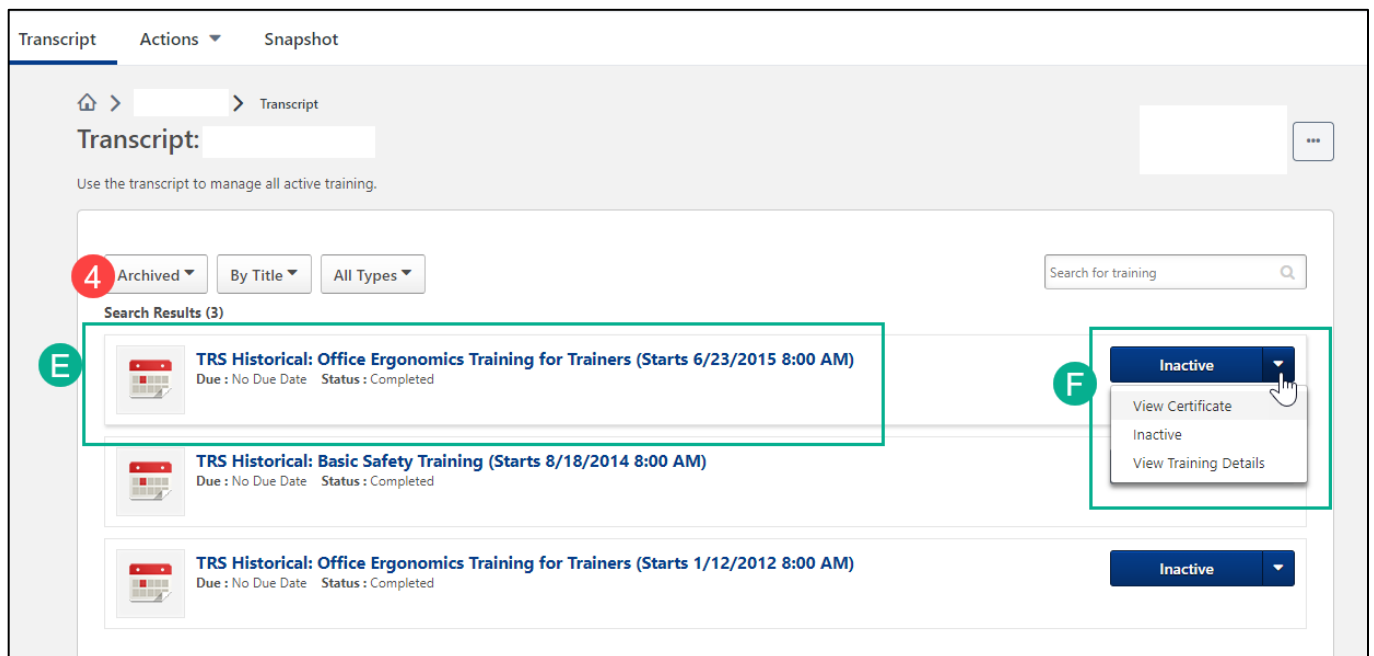| View Completed Courses	
Step	**Direction**
3	Using the Actions drop-down menu, select **Completed** to view courses completed.
C	*The Course Title, Completed Date and Status* appear. (Example: Disaster Service Worker Awareness Training), Completed 10/29/2021, Status: Completed) for Completed courses.
D	Click on **View Certificate drop-down menu** to view available actions for this course.

Transcript: View Completed Classes

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View Archived Courses

Step	Direction
4	Using the Actions drop-down menu, select **Archived** to view courses archived. **Note:** Selecting archived courses from the Actions drop-down menu will show records transferred from DGS Training and Registration System (TRS) as TRS Historical. Any completed courses in Pathways will move to Archived after two years.
E	*The Course Title, Completed Date and Status* appear for Archived courses.
F	Click on **drop-down menu** to view available actions for this course.

Transcript: View Archived Classes

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View Your Training Certificates

Once training is completed, you can view your training certificate on your Transcript**.**
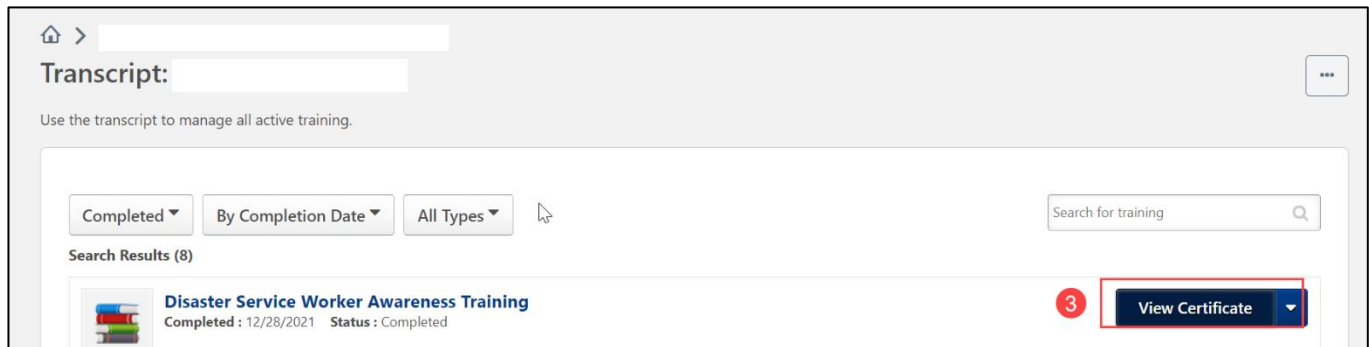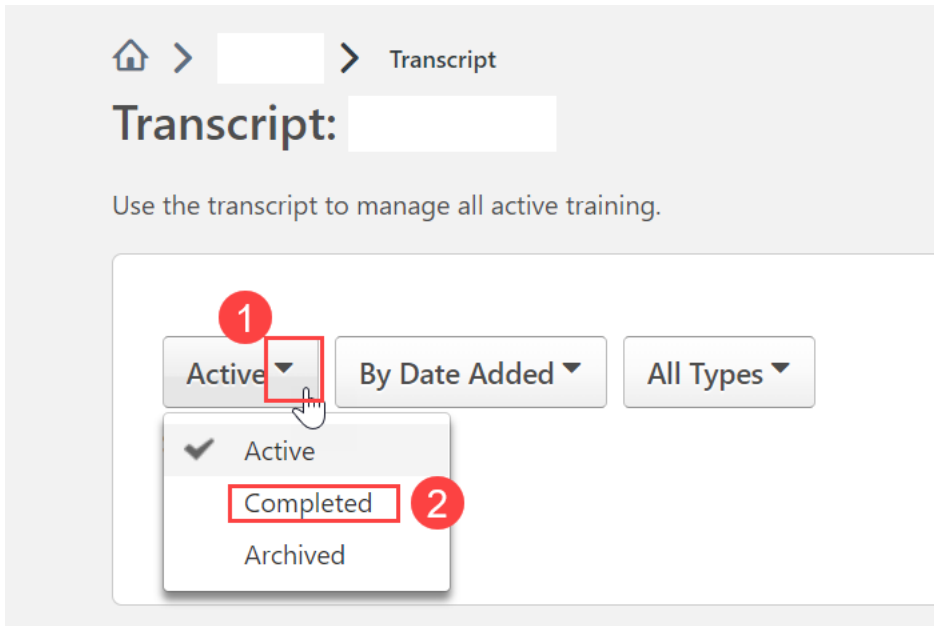
Step	Direction
1	Click on down arrow on Actions to show menu.
2	Click on **Completed**.
3	Click on **View Certificate**.

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You will be able to view and print your
training certificates from *View Transcripts.*

CERTIFICATE OF COMPLETION

This certifies

has successfully completed

on 10/29/2021

Virginia Bolman
Chief, Office of Risk and Insurance Management

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